



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 3040.1

G-1

J L 12 2016

FORCE ORDER 3040.1

From: Commander
To: Distribution List

Subj: MILITARY FUNERAL HONORS SUPPORT

Ref: (a) MCO 3040.4 (MARCORCASASTPRO)
(b) DC, M&RA (MFPC) ltr 3040 MFPC of 21 Apr 14
(c) Force Policy Letter 7-16
(d) COMMARFORRES msg 171945Z Oct 13
(e) MCO 1001R.1L (MCRAAM)
(f) U. S. Code Title 10, section 12503
(g) COMMARFORRES msg 161621Z Jan 15

Encl: (1) Funeral Honors Checklist
(2) Funeral Honors Drills request process
(3) Sample Apology letter
(4) Missed/Late Funeral Honors Report
(5) Missed/Late Funeral Honors Flash Report Format

1. Situation. Funeral Honors is a time honored tradition that allows families to celebrate the life and service of all fallen Marines. Every Marine, past and present, deserves an appropriate funeral ceremony to recognize their selfless service to our country. A properly executed ceremony can make a significant, lasting impression on the family, the local community, and exhibits the professionalism and loyalty the Corps has for honoring our own. Conversely, failure to render appropriate honors can have adverse effects on the family, the community, and the Marine Corps. Marine Forces Reserve (MARFORRES) will support all Funeral Honors requests tasked by Headquarters Marine Corps (HQMC).

2. Mission. Provide instruction and implement guidance for the execution of Military Funeral Honors (MFH) support and establish reporting requirements for all units within MARFORRES.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure timely, appropriate and professional MFH are rendered to families of Active, Reserve, and former Marines. Units within MARFORRES historically conduct over 90 percent of MFH assigned by the Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) (MFPC). MARFORRES G-1 serves as the conduit for the Commander, MARFORRES (COMMARFORRES), between DC, M&RA (MFPC), and all units that comprise this Command. As such, MARFORRES G-1 will provide guidance and support to units tasked with MFH in every aspect of funding, administration, and operational support associated with rendering Funeral Honors. No funeral will go unsupported. Any missed funerals shall be reported immediately in accordance with the guidance provided in this Order.

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(2) Concept of Operations. MFH are assigned directly to the local unit by the DC, M&RA (MFPC) Funeral Honors Section, per references (a) and (b). Inspector-Instructor (I-I)/Site Commanders are responsible and accountable for the planning and successful execution of all assigned MFH. Enclosure (1) is the current MFH Checklist and completion is required for each funeral. A copy of the checklist will be retained on file for two years plus the current year. I-I/Site Commanders may expand the checklist if necessary to ensure honors are appropriately rendered.

b. Major Subordinate Commands (MSC)

(1) Ensure units tasked to render MFH provide effective, appropriate, and timely support to these requests.

(a) Effective, appropriate, and timely support for a MFH includes timely arrival, complete service with a minimum of three service members (one of which is a Marine), and fully functional bugle.

(b) A complete service is defined as Flag folding, proper presentation of the flag, and playing of Taps.

(2) Review and approve, in accordance with reference (c), all PID G requests that exceed 29 days.

(3) Review and Route, in accordance with reference (c), all PID G requests in excess of 89 days to MARFORRES Adjutant for final approval.

c. Coordinating Instructions

(1) Successful execution of MFH requires a detailed support plan at every echelon down to the lowest level, and should be re-visited every year prior to 30 September. This plan should include, but is not limited to:

(a) Official appointment of the unit MFH Coordinator and an assistant/alternate coordinator (in writing).

(b) Identification of reserve Marines who are willing and able to be available in the event additional personnel are required to conduct Funeral Honors. These Marines should reside within the local area (50 miles or less of the Drill Center). This list should be kept on hand and updated monthly.

(c) Procedures for requesting Active Duty for Operational Support (ADOS) funds (PID G) from higher headquarters in accordance with reference (c), and Funeral Honors Drills (FHD) in accordance with reference (d). Enclosure (2) details the procedures for requesting FHD.

(d) Monthly and annual tracking of FHD requests and PID G requests to higher headquarters.

(e) Procedures for reporting missed funerals.

(f) Annual review of any after action reports or lessons learned from the previous fiscal year.

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(2) Ceremony. A funeral honors detail shall, at a minimum, perform the folding of a United States flag, the presentation of that flag to the veteran's family, and the playing of Taps. Unless a bugler is a member of the detail, the funeral honors detail shall play a recorded version of Taps using audio equipment that the detail shall provide, if adequate audio equipment is not otherwise available for use at the funeral.

(3) Support. In the event a unit cannot support a request for MFH due to lack of sufficient assets, the unit is authorized to utilize members of the Ready Reserve, retirees, veterans, and volunteers.

(a) MFH Detail should arrive no less than one hour prior to service start time.

(b) At least two members of a Funeral Honors detail will be members of the Armed Forces. Of those two, one member will be a Marine.

(c) Ready Reserve. Members of the Ready Reserve include: Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentees (IMA), and the Individual Ready Reserve (IRR). Per the references, all Ready Reserve members are authorized to perform Funeral Honors.

1. Per reference (e), members performing Funeral Honors duty may be compensated with a single inactive duty point, with one FHD allowance equal to the minimum stipend authorized or one basic drill pay, whichever is greater.

2. Per reference (c), units may request ADOS which uses PID G funds in the Marine Reserve Order Writing System (MROWS). These funds are only authorized for use to support Funeral Honors drills.

3. To be eligible for a FHD, the member must perform a minimum of two hours in preparation, training, or performance of a military funeral. Only one FHD per calendar day will be issued.

4. As a standard rule, the Force Adjutant section will issue a maximum of three FHDs per funeral. Exceptions will only be considered on a case by case basis.

(d) Retirees, Veterans, and Volunteers. In accordance with references (c), (e) and (f), members of the Armed Forces in a retired status, and individuals who volunteer to support Funeral Honors are authorized a daily stipend payment. The stipend will be a single rate that is designed to defray the costs of transportation and other expenses incurred. The daily stipend amount is perscribed annually by the Secretary of Defense.

(e) Insufficient Personnel Available. It is the responsibility of the unit tasked with providing Funeral Honors support to coordinate with another local Marine Corps Activity within close geographic proximity if additional support is needed to execute a MFH. If the new Marine Corps activity agrees to provide MFH support, both units will contact DC, M&RA (MFPC) to communicate the change. Subsequently, DC, M&RA (MFPC) will reassign the tasker to the new unit and send a disregard notice to the original unit. Both units shall retain copies of these transactions in their official files for future issues or inquiries concerning MFH rendered.

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(4) Missed/Late Funeral Honors Reporting Requirements

(a) Definitions. Reference (a) defines a missed funeral as any ceremony where at least one member of the funeral detail is not a member of the Marine Corps or there is a failure to execute any of the following actions: Flag folding; proper presentation of the flag; and playing of Taps. Late funerals are defined as any ceremony where the Funeral Honors detachment is late and the funeral home or family waited for MFH to be rendered.

(b) Missed/late funerals are normally reported to DC, M&RA (MFPC) by the individual that requested honors be rendered or the Funeral Director. Units tasked with conducting MFH are required to self report if it is known that they will/have missed a scheduled funeral.

(c) Missed/Late funerals are considered a Commander's Information Requirement (CIR) per reference (g). Official notification of a missed/late funeral will be sent to the MSC Chief of Staff and the MARFORRES Command Operations Center (COC) via flash report. The MSC Chief of Staff (COS) or delegate is responsible for ensuring that the COC is notified. Amplifying guidance on additional requirements for missed/late funerals is as follows:

1. Upon notification of a missed/late funeral DC, M&RA (MFPC) will send enclosures (3) and (4) to the unit for completion.

2. Upon notification of missed/late funeral, the unit will release a flash report to the COMMARFORRES COC using the format provided in enclosure (5).

3. The I-I/Site Commander for every missed funeral will complete and sign enclosures (3) and (4). This may not be delegated.

4. Copies of enclosures (1), (3) and (4), along with a copy of the original FH tasker comprise what is referred to as a Missed Funeral Honors package. The complete package will be emailed to HQMC within 48 hours of the missed funeral. The appropriate MSC COS and Force Adjutant will be copied on the email to DC, M&RA (MFPC).

5. The original apology letter will be hand delivered by the unit directly to the next of kin.

6. The appropriate MSC COS will ensure the MARFORRES COC receives a copy of the Missed Funeral Honors package.

7. The MARFORRES COC will notify COMMARFORRES.

(5) Denial of Funeral Honors Support

(a) Per reference (a), only the Commandant of the Marine Corps or DC, M&RA may deny a request for MFH support.

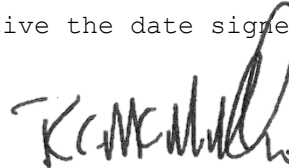
(b) Units in receipt of MFH support requests that they believe should be denied, must forward a recommendation for denial to DC, M&RA (MFPC). Once determination has been made, and official response to render or deny MFH support will be provided.

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4. Administration and Logistics. All MARFORRES units tasked with providing MFH support will execute those duties in accordance with the prescribed references. I-I/Site Commanders will ensure that assigned personnel are sufficiently trained to perform MFH support functions and comply with the guidelines of this Order. This is an inspectable area within the Commanding General's Inspection Program.

5. Command and Signal

- a. Command. This Order is applicable to all of MARFORRES.
- b. Signal. This Order is effective the date signed.



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Funeral Honors Checklist

Time	Init	<u>Upon Receipt of Tasker</u>	Date: _____
_____	_____	Unit Military Funeral Honors (MFH) Coordinator/SNCOIC to contact Funeral Home/Point of Contact (POC) to verify address/location, date, time, and confirm manpower requirements.	
_____	_____	Unit Coordinator to confirm receipt and accept tasker with HQMC	
_____	_____	Immediately assign Marine responsible for planning and successful execution of the mission.	
_____	_____	Responsible Marine to contact Funeral Home / primary Point of Contact (POC) to re-confirm address/location, date, time, confirm manpower requirements, provide his or her contact numbers (e.g. cell phone number), and request immediate notification if any changes occur.	
_____	_____	Responsible Marine to contact next of kin to provide his or her contact information, verify date and time of the service, and request notification of any changes.	
_____	_____	Responsible Marine to print directions to the location and ensure a route recon is conducted.	
		<u>Day prior to the Funeral</u>	Date: _____
_____	_____	Responsible Marine to ensure rehearsal/practice is conducted.	
_____	_____	Responsible Marine to ensure operations checks are performed on all equipment and vehicles.	
_____	_____	Responsible Marine to ensure an additional flag and spare batteries and a backup CD player will be taken with the detail.	
_____	_____	Responsible Marine to contact funeral home to re-confirm date, time, and location of service.	
_____	_____	Coordinate the details of the service with Funeral Director or Next of Kin. (Placement of Marines, cues, identification of next of kin). If outside agencies are to be involved, such as law enforcement, ensure they are included with planning and rehearsals, if possible.	
		<u>Day of the Funeral</u>	Date: _____
_____	_____	Responsible Marine to ensure he or she has a charged cell phone in his or her possession.	
_____	_____	Responsible Marine to contact funeral home/POC to re-confirm time and location of the service and provide the number of the cell phone.	
_____	_____	Responsible Marine to contact the Cemetery to confirm time and location of the service within the cemetery and provide the number of the cell phone.	
_____	_____	Responsible Marine to conduct a personnel inspection of the detail prior to departure.	
_____	_____	Responsible Marine to ensure the funeral detail departure allows for enough time to arrive at the location honors are to be rendered (1) hour prior to start time, considering weather and traffic.	
_____	_____	Arrive at Funeral site no less than one hour in advance of scheduled time of service. Ensure the physical layout and area of maneuver is understood and adjusted too.	

Funeral Honors Drills request process

Sequence of Events:

- Unit receives tasker from DC, M&RA (MFPC)
- Unit validates tasker (contacts funeral home, verifies time, dates, etc)
- Unit assesses manpower requirement. Note: Utilization of reserves Marines is intended to supplement shortfalls and used only as a last resort.
- If a shortfall is identified, unit will prepare a FHD request utilizing email, following the below required format.
- Attach the Funeral Honors tasker from DC, M&RA (MFPC) to the email request.
- Forward (via email) the FHD request to **OMB MFR FHD@usmc.mil**, copying the appropriate chain of command.

**FHDs are usually allocated in DMM within 1 to 2 business days upon receiving the request.

FHD request format:

Subject: FHD Request (Deceased service members name)

1. HQMC Tasker Attached
2. Request (#) FHD(s)
3. Date(s) of Funeral Honors
4. Rank/last name(s) of Marine(s) performing Honors (no EDIPI unless IRR or IMA)
5. RUC(s) (of the Marines performing Honors)
6. Justification for request must be included. Remember, the utilization of reserve Marines is intended to supplement I&I manpower shortfalls and is only to be sourced as a last resort.
7. ONLY IF the Marine performing Funeral Honors is in the IMA, include work section, platoon code, and OpSponsor's name and contact information.

FHD request example:

Subject: FHD Request Jones, R. C.

1. HQMC Tasker Attached

2. Request (1) FHD
3. 1 Jan 2016
4. LCpl Smith
5. RUC: 12345
6. We have 3 funerals going in a two day period. Due to multiple Marines from our staff on leave or TAD, we have reached out to our SMCR Marines for volunteers.
7. Complete only if IMA

FHD request for multiple funerals example:

Subject: FHD request Jones, R. C. /Johnson, L. M. /Jackson, M. A.

1. HQMC Tasker(s) Attached
2. Request (5) FHDs
3. 20160601, 20160602, 20160603
4. Sgt Smith, LCpl Clark, LCpl Schmuckatelli (IRR) - 1234567890
5. RUCs: 12345(2), 54321(2), 88801(2)
6. Due to multiple Marines from our staff on leave or TAD, we have reached out to our SMCR Marines for volunteers. Sgt Jackson and LCpl Schmuckatelli will assist with all 3 funerals. LCpl Schmuckatelli will assist with the funerals on 20160601 and 20160602.
7. Complete only if IMA

SAMPLE APOLOGY LETTER

(Unit Letterhead)

1770
(office code)
(Date)

(Next of Kin)
(Address)

Dear Mr./Mrs. (Name) :

Although we have spoken on the phone I feel it important to offer my condolences on the loss of your (relationship). Your (relationship) honorably served as a member of the greatest military unit in the world, the United States Marine Corps. On behalf of those that have worn the uniform and those who continue that tradition today, I again offer my condolences and express my deepest apologies for my color guard (arriving late or and not being able to perform Funeral Honors) to your (relationship). I am glad that honors were presented by a former Marine Corps (First Sergeant), as burying our own is a tradition that we hold in high regard.

The blame for my Marines (being late or not being able to perform Funeral Honors) ultimately falls upon my shoulders. As the senior man it is my responsibility to ensure that the Marines arrive at their appointed place of duty with the correct information and in a timely manner in order to ensure honors are conducted professionally.

While we are not perfect, I hope that my phone call and this letter offers you some consolation and illustrates our motto; SEMPER FIDELIS.

Sincerely,

I. M. COMMANDER
(I-I/Site Commander)
(Unit Name)

Enclosure (3)

MISSED/LATE FUNERAL HONORS REPORT

Fill out this form and e-mail or fax to
DC, M&RA (MFPC) and MARFORRES with your
Completed Funeral Honors Checklist at:
funeral.honors@usmc.mil / (703) 432-9248
MFR_adjutant@usmc.mil / (504) 697-9779

Designated I&I/Site Support Unit Name/Location:

Deceased Marine's Information

Rank: _____ Name: _____

Date and Time of Burial: _____

Recap of why your unit was late or missed service:

Recap of phone conversation with NOK (Attach Apology Letter):

Action taken to mitigate future late or missed funerals of this nature:

Identify which task of the checklist would have prevented this Late or Missed Funeral:

What plans do you have in place to preclude this from happening again:

Printed Name of
Inspector-Instructor/Site Commander

Signature of
Inspector-Instructor/Site Commander

Missed/Late Funeral Honors Flash Report Format

Incident Type: Flash

Incident Date: MM/DD/YYYY

Injury Type: N/A

MSC: (DIV, MAW, MLG,)

Unit: Company X, X/XX Example (Company F, 2/2)

Component: Reserve

Service: USMC

SNM: Rank, LN, FN MI. (The name of the Marine/Sailor/Dignitary for which the Honors are being rendered)

Drill Status: N/A

POC Name: Rank, LN, FN MI. (Command POC)

POC Phone: XXX-XXX-XXXX

POC Email: WORK EMAIL

POC Unit: X, X/XX Example (Company F, 2/2)

City, State of Incident: (Where the Honors were to be held)

Circumstances: Reason for missed/late Funeral Honors

OPREP-3 Received: No